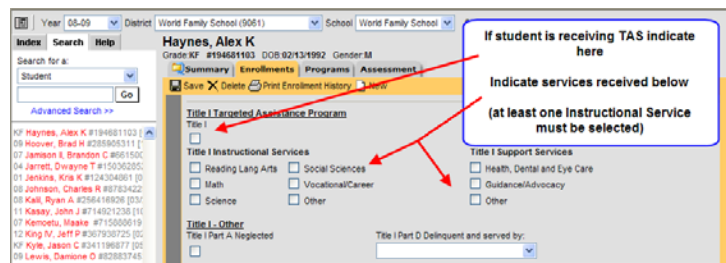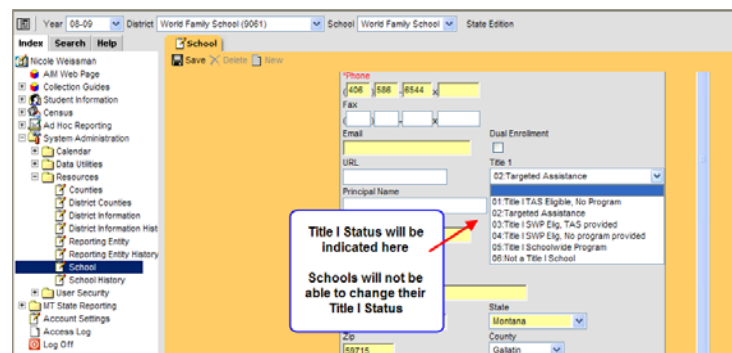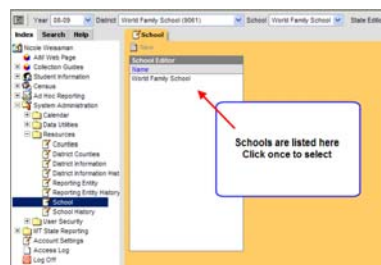**CHANGE #1: TITLE I REPORTING**

Title I data will now be reported first by school, then by student.

Title I Status, based upon submission through e-Grants, will be indicated in the individual school record: From the **INDEX**, expand **System Administration** and **Resources** – select *School*. Select a school.

The **Title I** field will be populated by the OPI, based upon information submitted through e-Grants. Districts will not be able to edit this field. Schools will only be able to enter **Title I** information for students enrolled in schools with a Targeted Title I Program type.

If the **Title I** box indicates *05: Title I Schoolwide Program*, all students in that school will automatically be reported as receiving Title I Reading and Math services (no Title I information will be visible in the student's enrollment record).

If the school is *02: Targeted Assistance* or *03: Title I SWP Elig, TAS provided*, the school must indicate which students receive Title I services and what services those students receive in the individual student's enrollment record.

CHANGE #2: START STATUS CODES

The wording of **Start Status** code 01, formerly *01: Original enrollment into a school*, has been changed to *01: First time receiving educational services*.

Start Status code 01 should only be used for students who have never been enrolled into any type of school, typically Pre-Kindergarten or Kindergarten students, or, in some cases, first grade students.

Start Status code *10: Transfer from a MT state-funded* school has been added to correspond with the **End Status** code *150: Transfer to a MT state-funded school*.

State funded schools are only the following: Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility and Montana School for the Deaf & Blind.

CHANGE #3: END STATUS AND DROPOUT REASON CODE CHANGES

End Status code 295*: Dropped out, subsequent re-enrollment* was added at the request of school districts. Schools may use this **End Status** code to track students who were dropouts, but subsequently re-enrolled at the same district, or at another district.

Schools should continue to use the appropriate **End Status** and **Dropout Reason** codes for students leaving school prior to graduation. However, if a school receives notification (the student re-enrolls, the school receives a records request, or the OPI provides notification of re-enrollment) that a student has re-entered school, the district should change the student's **End Status** code to 295 and remove the **Dropout Reason** code from the student's prior record.

End Status code *410: Student completed GED test (school appr program)* has been removed. Students cannot complete a GED test as part of a school-approved program. Students taking the GED test should be indicated as dropouts.

Dropout Reason code *23: Completed GED* has been added to indicate those students who have completed their GED test.

CHANGE #4: GRADUATION INFORMATION

Diploma Type code *06: GED* has been removed. GED students do not receive a Montana State High School diploma and are not considered graduates.

Cohort Grad Year has been added. This field is automatically populated when a student is enrolled in 9th grade for the first time. In the case of students who do not have a 9th grade AIM record, the field is populated by calculating the student's first enrollment into 9th grade (e.g., a new 10th grade student, enrolled in the 2008-2009 school year, would have a cohort year of 2011).

Cohort Grad Year cannot be changed by the district. If there is an error in that field, the district must call a member of the OPI AIM Staff for corrections.

Note: The **Cohort Grad Year** field will not change after a student's first enrollment into 9th grade, regardless of subsequent district, school or grade changes.

CHANGE #5: GRADE LEVELS

Students must be identified in an age appropriate grade level for reporting to Special Education Child Count, for Assessment and Accountability (CRT and ELP tests), and Federal Reporting. As such, the OPI has removed the **Grade Levels** *UE, UM and UH*.

Changes will also be made in MAEFAIRS to match the changes made in AIM.

The OPI will provide further guidance on the proper assignment of student grade levels in the near future. Those instructions will be sent by Official E-mail and posted to the AIM Webpage.

CHANGE #6: TRUANCY REPORTING

Two check boxes, one for each semester, have been added to the **Attendance and Enrollment Information** section of the **State Reporting Fields**.

If a student has 10 or more unexcused absences during the 1st or 2nd semester, check the appropriate box.

More information about how to calculate unexcused absences, information about special school calendars (e.g., trimesters), and when to report this information, will be available in future *Quick Reference Guides* and in the **AIM Data Dictionary**.

CHANGE #7: PRIMARY HOME LANGUAGE

The **Primary Home Language** field will be located on the **State Reporting fields**, with the other LEP fields.

Home Language defaults automatically to English, but should be indicated for all *Current LEP* students.

NOTE: The codes for **Home Language** will not be same as the codes for **Language of Impact**. **Home Language** will be a text field, three characters in length. These codes match the Federal Reporting codes.

Primary/Home Language			
Code	**Value**	**Code**	**Value**
eng	English	nai	North American Indian
ara	Arabic	nav	Navajo; Navaho
arp	Arapaho	nep	Nepali
chi	Chinese	nor	Norwegian
chy	Cheyenne	oji	Ojibwa
cre	Cree	pol	Polish
cze	Czech	por	Portuguese
fas	Persion	rum	Romanian
fin	Finnish	rus	Russian
fre	French	sal	Salishan languages
ger	German	sio	Siouan languages
hin	Hindi	spa	Spanish; Castilian
hmn	Hmong	tai	Tai (Other)
hrv	Croation	tgl	Tagalog
jpn	Japanese	tur	Turkish
kor	Korean	urd	Urdu
kut	Kutenai	vie	Vietnamese
mis	Uncoded languages		

CHANGE #8: CTE DATA REPORTING

CTE Career Path will replace **Area of Concentration** for CTE date reported in the Spring of 2009, and is part of the new Big Sky Pathways program. Schools will need to enter the **Career Path** for students in Grades 11 and 12, including those students previously reported as **CTE Concentrators** in the 2007-2008 school year.

Additional information will be provided by the OPI's Carl Perkins Grant Manager as it becomes available.

CHANGE #9: TITLE I PART D DELINQUENT AND SERVED BY AND TITLE I PART A NEGLECTED FIELDS

Title I Part D Delinquent and Served by and **Title I Part A Neglected** fields, formerly **Student identified as Neglected or Delinquent and Served by:**, have been split into two sections, both reported under **Title I – Other** in the State Reporting Fields.

Title I Part A Neglected is a check box. This box is checked if a student has been committed to an institution or voluntarily placed in an institution due to abandonment, neglect or death of parent or guardian.

Title I Part D Delinquent and Served by: is a drop-down list. If a student is identified as delinquent (for state reporting purposes, those children who reside in a public or private residential facility for children adjudicated to be delinquent or are in need of supervision), indicate the program that serves the student.

Please direct questions about these fields to Terry Teichrow, ESEA Title I-D Neglected Delinquent & At Risk Specialist, at (406) 444-2036.

CHANGE #10: CENTURY 21 PROGRAM EXTRACT

To aid schools in entering data into *Creating Change*, the database specific to the 21st Century system, the OPI has created a student demographic data extract that will allow schools to export *name*, *birthdate*, *race/ethnicity*, *gender* and *grade* information from AIM for export into *Creating Change*.

The 21st Century extract can be found on the **INDEX**, under **MT State Reporting**, *MT Data Extracts*. The extract must be in *.tsv format for import into *Creating Change*.

CHANGE #11: ADDITIONAL DATA VALIDATIONS

To help schools and the OPI with data integrity issues, a number of additional data validations have been added.

These validations have been added to the Student **Start** and **End Dates**, **End Status**, **Dropout Reason**, **Title I** , **LEP**, **Immigrant**, **Foreign Exchange** and **CTE** data fields.